

**GRANT COUNTY BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Week of February 13- February 19, 2023**  
Commission Chambers  
35 C Street NW  
Ephrata, WA 98823

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**Public meetings were held in person with a WEBEX Conference Call/Video option available.**

**MONDAY, FEBRUARY 13, 2023**

The Grant County Commissioners session began at 8:30 a.m. with Commissioners Jones and Carter in attendance. Commissioner Stone was out and excused.

8:30 a.m. – 9:00 a.m.                      D Bren, Hiawatha Truck Route Design- Discuss Equipment and Production Staff Plan

This project was discussed and how it must be completed by the end of the year, to utilize the REET funds. ASPI Group is a partner in this project. A project coordinator position is being requested along with a high-tech computer. Mr. Bren will put together an engineer's estimate.

9:00 a.m. – 9:30 a.m.                      K Smith, Payroll Discussion

Discussion was held regarding the potential move of Public Works payroll under the county accounting department.

9:30 a.m. – 10:30 a.m.                      B Vasquez, Clerk of the Board Update

- NovaTime – Reports
- Commissioners Office Job Descriptions: Held for further HR discussion
- Commissioner Expense Claim Reimbursement Discussion
- Airport District No. 1 (Desert Aire) Technology Request: add to today's round table meeting
- Behavioral Health Discussions
- BOCC Staff schedule changes
- Animal Rescue Organizations: Reach out to Columbia Basin Dispute Resolution Center for assistance.
- Grant A19 issues: Status quo regarding input and submittal process

10:30 a.m. – 11:00 a.m.                      R Jones, Meeting with Loc Ohl

11:00 a.m. – 11:30 a.m.                      S Castro, Landfill Discussion with Prosecuting Attorney (Anticipated Executive Session RCW 42.30.110(1)(i)/litigation)

Pursuant to RCW 42.30.110(1)(i) Commissioner Jones called an Executive Session to order at 11:08 a.m. to go until 11:29 a.m. regarding Litigation. In attendance were Commissioners Carter and Jones, Kevin McCrae and Rebekah Kaylor, Prosecuting Attorney's Office, Leslie Nellermoe, Landfill Attorney, Sam Castro and Sam Dart, Public Works. Commissioner Jones closed the session at 11:29 a.m.

**Grant County Commissioners Minutes  
Week of February 13, 2023**

11:30 a.m. – 12:00 p.m. M McKnight, Assessor's Office Update

- Weekly meetings with new software vendor.

1:00 p.m. – 2:00 p.m. Commissioners Round Table – Miscellaneous Discussion

- Review of Consent Agenda Items
  - Animal Outreach contract was received and ready for signature.
- Grant County Fireworks Ordinance vs WAC: The Sheriff notified the Clerk of the Board about an update that needs to be completed. The Prosecuting Attorney's Office will update our Grant County Code Ordinance and give to the Clerk to schedule the hearing.
- Budget Extension process review: Katie Smith explained the new process of holding the public hearing portion until the end of the year.
- Data Storage for Airport District No. 1 – Desert Aire: In the past, the County Commissioners asked Technology Services to provide this district email addresses for their commissioners. They are now reaching out asking if the County for an upgrade for email and licensing to Office 365. Joe Carter will get a quote for this service and charge the district.
- Video Auditors: send out link to tips for when they attend.
- Sam Castro discussed the Congressional Direct Spending – Grant Funding will require a 20% matching fund.
- Two new staff within Central Services- Maintenance (courthouse complex/fairgrounds).

2:00 p.m. – 3:30 p.m. K Eslinger, Human Resources Update

Pursuant to RCW 42.30.110(1)(f) Commissioner Jones called an Executive Session to order at 2:53 p.m. to go until 3:00 p.m. regarding Personnel Disciplinary Matters. In attendance were Commissioners Carter and Jones, and Kirk Eslinger and Decorah Anderson, Human Resources. Commissioner Jones closed the session at 3:00 p.m.

Pursuant to RCW 42.30.110(1)(g) Commissioner Jones called an Executive Session to order at 3:24 p.m. to go until 3:30 p.m. regarding Job Applicant/Evaluation. In attendance were Commissioners Carter and Jones, and Kirk Eslinger, Human Resources. The session was continued to 3:40 p.m. Commissioner Jones closed the session at 3:40 p.m.

Discussion Items	Request	Action
01. Public Works Topics:		
a. Clothing Allowance	Direct	Board Direction Given – Public Works will move forward with processing clothing allowances following past practice. HR will work with Accounting to bring back a future review of County process and recommended documentation.
b. Bridge & Vegetation Foreman	Direct	Board Direction Given – The Board declined the request. The Board will work with Department to address concerns with staff structure in that area.
02. HR Infrastructure:		
a. Tina Brissey (09/01/22)	FYI Only	No Action Taken – Informational Only.

## Grant County Commissioners Minutes

### Week of February 13, 2023

b. Gina Saldaña (10/04/22)	FYI Only	No Action Taken – Informational Only.
03. Exempt Positions	FYI Only	No Action Taken – Informational Only.
04. Expectations & Accountability in Leadership	FYI Only	No Action Taken – Informational Only.
05. Youth Services Standby	Authority	Board Provided Authority on Presented Labor Issue. No Action Taken.
06. Executive Session	FYI Only	No Action Taken – Informational Only.

Authorization Requests	Request	Action
07. MOU – 2023 CBA Rollover for Courthouse, District Court, Solid Waste	Sign	Board Signed - Copy Provided to Board Staff.
08. MOU – 2023 Enhancement Funds - Renew Teamsters	Sign	Board Signed - Copy Provided to Board Staff.
09. PMA – Bridge & Vegetation Foreman	Approve	Board Declined Presented Item.
10. PMA – Case Manager	Approve	Board Approved Presented Item.
11. PMA – Therapist	Approve	Board Approved Presented Item.

Reports, Metrics, & Committees Updates	Request	Action
12. Position Management Review Team	FYI Only	No Action Taken – Informational Only.
a. Bridge & Vegetation Foreman		
b. Case Manager		
c. Therapist		
d. Fairgrounds Summer Aide		

Employee & Department Issues	Request	Action
13. Public Works – Constituent Letter	Direct	Board Direction Given.
14. Public Works – Employee Letter	Direct	Board Direction Given.
15. Sheriff's Office - Written Complaint	Direct	Board Direction Given.

Labor Relations: Issues	Request	Action
16. <i>ASC CH:</i> Recording Deputy Comp	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.
17. <i>ASC CH:</i> Treasurer Deputy Comp	FYI Only	
18. <i>ASC CH:</i> Clerk's Staff Comp	FYI Only	
19. <i>ASC PW:</i> Engineer Tech Structure	FYI Only	
20. <i>ASC PW:</i> Road Crew Structure	FYI Only	
21. <i>ASC PW:</i> Snowplowing MOU	FYI Only	
22. <i>ASC PW:</i> Reflectivity Testing MOU	FYI Only	

Labor Relations: Impact Bargaining	Request	Action
23. <i>ASC CH:</i> Fire Duties	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.
24. <i>ASC PW:</i> Centralized Maintenance	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.
25. <i>TSR SS:</i> Centralized Maintenance	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.

Labor Relations: Negotiations	Request	Action
26. <i>ASC Admin:</i> 2024 CBA	Direct	HR Deferred Item - Time Not Available Due To Other Topics.
27. <i>ASC CH:</i> 2024 CBA	Direct	
28. <i>ASC DC:</i> 2024 CBA	Direct	
29. <i>ASC PW:</i> 2024 CBA	Direct	
30. <i>ASC SW:</i> 2024 CBA	Direct	
31. <i>ASC YS:</i> 2022-2023 CBA	Authority	
32. <i>ASC YS:</i> 2024 CBA	Direct	

## Grant County Commissioners Minutes

### Week of February 13, 2023

33. <i>ASC DS</i> : 2024 CBA	Direct
34. <i>TSR COR</i> : 2022-2023 CBA	FYI Only
35. <i>TSR COR</i> : 2024 CBA	Direct
36. <i>TSR SS</i> : 2024 CBA	Direct
37. <i>TSR Renew CM</i> : 2022-2023 CBA	FYI Only
38. <i>TSR Renew CM</i> : 2024 CBA	Direct
39. <i>TSR Renew I&amp;C</i> : 2022-2023 CBA	FYI Only
40. <i>TSR Renew I&amp;C</i> : 2024 CBA	Direct
41. <i>TSR Renew SUD</i> : 2022-2023 CBA	FYI Only
42. <i>TSR Renew SUD</i> : 2024 CBA	Direct
43. <i>TSR Renew TS</i> : 2022-2023 CBA	FYI Only
44. <i>TSR Renew TS</i> : 2024 CBA	Direct

Labor Relations: PERC Actions	Request	Action
45. <i>TSR COR</i> : PERC 136090-R-22-760	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.

Labor Relations: Other	Request	Action
46. <i>TSR Renew I&amp;C</i> : Holiday Pay Correction	FYI Only	HR Deferred Item - Time Not Available Due To Other Topics.

Public Comment	Request	Action
None	n/a	n/a

Executive Session						Action / Direction
Start:	2:53 PM	Length:	07 min	End:	3:00 PM	Action taken after Executive Session(s): No decisions/actions were made by the Board. Work instruction was provided to staff.

Memorandum of Understanding (continuation of existing Collective Bargaining Agreements into 2023) between Public Employees Association, representing the recognized employees of the Courthouse Unit, District Court Unit, and Solid Waste Unit. Parties agree to roll over the existing 2022 collective bargaining agreements through 2023 with adjustments to the wage scales to increase by 8.3% effective for all days included in the first January 2023 pay date. **(Approved)**

Memorandum of Understanding (2023 Enhancement Funds/Retention Incentive) entered into by and between Teamsters Local Union No. 760, representing the recognized employees of the Case Management Unit, Intake and Crisis Unit, SUD Counselors and Therapy Services Unit. **(Approved)**

### TUESDAY, FEBRUARY 14, 2023

The session was continued to 8:00 a.m. with all Commissioners in attendance.

8:00 a.m. – 9:00 a.m.

K McCrae, Prosecuting Attorney's Office Update

- Mike Sperline, Public Records Officer discussed the challenges of public records requests.

**Grant County Commissioners Minutes  
Week of February 13, 2023**

- Bridges, Japan International Exchange: Independent contractor (insurance, hold harmless agreement, business license) or county employee (stipend, sick leave, PERS). Port of Moses Lake is assisting with the funding of the program. Clear Risk will be contacted to discuss insurance options.

9:00 a.m. – 10:00 a.m. Department Head Review – Discussion

Pursuant to RCW 42.30.110(1)(g) Commissioner Jones called an Executive Session to order at 9:04 a.m. to go until 9:34 a.m. regarding Job Applicant/Evaluation. In attendance were Commissioners Carter, Stone and Jones, and Kirk Eslinger, Human Resources. The session was continued to 9:50 a.m. Commissioner Jones closed the session at 9:50 a.m.

10:00 a.m. – 11:00 a.m. Department Head Review

Pursuant to RCW 42.30.110(1)(g) Commissioner Jones called an Executive Session to order at 10:02 a.m. to go until 10:50 a.m. regarding Job Applicant/Evaluation. In attendance were Commissioners Carter, Stone and Jones, and Tom Gaines, Central Services Director. Commissioner Jones closed the session at 10:50 a.m.

11:00 a.m. – 12:00 p.m. T Gaines, Central Services Update

- Customer Service
- Video Court software/hardware- microphones
- New maintenance positions hired
- Two new positions will be sent through the Position Management Committee for Technology Services

12:00 p.m. – 12:30 p.m. D Stone, 7<sup>th</sup> District Elected Official Zoom Meeting

1:00 p.m. – 2:00 p.m. S Castro, Public Works Update

- Solid Waste
  - Week of January 30<sup>th</sup>- 653 Customers, \$104,786.00 in Revenue, 2200 Tons of Garbage Collected
  - Restorical Research: recover insurance policies on landfill
  - Pasco Landfill: Methane production is lower than Grant County and are converting it to propane.
- Public Works General Update
  - NOFO: Working on securing this grant. Letter of support will be drafted.
  - REET Account
  - Depositions: this week
  - Vehicle Accident Policy Review
  - Evaluations: being conducted for all staff
  - Workstations: being installed now
  - SS4A Grant

**Grant County Commissioners Minutes  
Week of February 13, 2023**

- 2023 County Safety Program Grant- \$35 Million FHWA, \$ 4 Million State Submittal Due March 15, 2023.
- Public Works Engineering/Roads
  - Accident Report

2:00 p.m. – 3:00 p.m.

Commissioner's Meeting

- Call to order
- Open Forum for Citizen Input (3 minutes per person, 15-minute time limit) **(None)**
- Approval of Agenda **A motion was made by Commissioner Stone, seconded by Commissioner Carter, to approve the agenda as presented. The motion passed unanimously.**
- Correspondence (ie. Emails that have come in that need response, letters of support etc.)
  - CC: Port of Mattawa request for registered warrants. This will be discussed at the next Finance Committee meeting and placed on the 2/28/23 Consent Agenda.
  - CC: Cultural Survey and Retreat: Discuss with Human Resources
  - DS: Arco emails re: Code Violations
  - RJ: City of Moses Lake has suggested a animal rescue facilitator
- Commissioners Roundtable – Miscellaneous Discussion
  - Bridges – Japanese Exchange program was discussed and how to proceed. Janice Flynn prefers to work as a County Employee and not an individual contractor, which would require a business license and insurance. Commissioner Stone would like to meet with Human Resources before he makes any decisions, but leans towards this position being an independent contractor. Commissioner Stone and Carter voted to move forward with Janice being an employee and Reina being an independent contractor.
- Consent Agenda – (Items 1 through 27) All items are considered routine and will be enacted by one motion of the commissioners with no separate discussion. If a separate discussion is desired, that item may be removed and placed under Board Discussion/Decision. **A motion was made by Commissioner Stone, seconded by Commissioner Carter, to approve the Consent Agenda as presented. The motion passed unanimously.**

AUDITOR'S OFFICE

1. Payment of vouchers certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by the auditing officer as required by RCW 42.24.090, as recorded on a listing and made available to the Board. **(In the amount of \$408,143.17)**
2. Request to amend fund/department number for Renew's Computer Replacement Program from fund 115.108 to 115.001. **(Resolution No. 23-014-CC)**
3. Request to close Courthouse and Juvenile Improvements fund 308.001 as the fund has been intentionally depleted and is no longer in use. **(Resolution No. 23-015-CC)**
4. Request to close the Quadrennial fund 502.000 as the fund was absorbed by Technical Services fund 501.179 and is no longer in use. **(Resolution No. 23-015-CC)**

**Grant County Commissioners Minutes  
Week of February 13, 2023**

CLERKS OFFICE

5. 2023 Washington State Department of Health and Human Services, Grant No. 2110-80558, Child Support Enforcement, Assistance Listing Number 93.563 in the amount of \$108,400.00 with a term of January 1, 2023, through December 31, 2023.
6. 2022 Washington State Department of Health and Human Services, Grant No. 2110-80558, Child Support Enforcement, Assistance Listing Number 93.563 in the amount of \$105,203.00 with a term of January 1, 2022, through December 31, 2022.

COMMISSIONER'S OFFICE

7. Approval of January 30, 2023, Commissioners Minutes
8. Invoices
9. Reappointment letter for Marj Steinmetz to the Grant County LEOFF Disability Board for a two-year term beginning February 14, 2023, through February 28, 2025.
10. Reappointment letter for Valli Millard to the Grant County LEOFF Disability Board for a two-year term beginning February 14, 2023, through February 28, 2025.
11. 2023 Animal Shelter Contract with Grant County Animal Outreach Inc., (GCAO) for a one-year term beginning on January 1, 2023, through December 31, 2023, in the amount of \$100,000.00 to be paid in (4) quarterly installments.
12. Proclamation for the Moses Lake High School Dance and Drill Team for their 2023 State Championship 1<sup>st</sup> place finish in the 3A/4A Tumbling Co-ed Division.
13. Proclamation for the Moses Lake High School Dance and Drill Team for their 2023 State Championship 1<sup>st</sup> place finish in the 3A/4A Game Day Co-ed Division.
14. Reimbursement request from Housing Authority of Grant County on Department of Commerce Consolidated Homeless Grant (CHG) No. 22-46108-10 in the amount of \$42,130.32 for January 2023 expenses.
15. Reimbursement request from the Housing Authority of Grant County on the Department of Commerce Eviction Rent Assistance Program (ERAP 2.0) Grant No. 21-4619C-108 in the amount of \$654,129.16.

PUBLIC DEFENSE

16. Out-of-state travel request for Ellyn Berg to attend the National Defense Investigator Association Conference in St. Louis, Mo. Dates of travel are April 10, 2023 through April 15, 2023. Total cost of travel is \$2,352.00.

PUBLIC WORKS

17. **Resolution No. 23-016-CC** accepting completion of the Dodson Road Overlay – 2021 Project, CRP No. 21-07 completed by Central Washington Asphalt in the amount of \$722,086.67.

**Grant County Commissioners Minutes**  
**Week of February 13, 2023**

RENEW

18. Request to Proceed with Farmers Electric for the opening of the new Royal City Location. The estimated total cost to complete electrical work is \$8,588.92 and will be funded from account 108.150 Capital Outlay.

SHERIFF'S OFFICE

19. *Held from the 2/7/23 Consent Agenda:* Big Bend Community College Health Agency Agreement for Provision of Clinical Experience for Big Bend Community College Health Education Programs 2022-2025 Affiliation Agreement with the Grant County Sheriff's Office/Grant County Jail.
  20. *Held from the 2/7/23 Consent Agenda:* Service Agreement with Omni Staffing Services and Grant County Corrections to provide staffing services for their occasional nursing staff needs. Term of agreement is one-year.
  21. Washington State Department of Commerce Interagency Agreement with Grant County Sheriff through Justice Grant/Byrne Formula Grant No. F20-31440-204 in the amount of \$226,563.00. Term of agreement is July 1, 2022, through September 30, 2023. Purpose of this grant is for Interagency Narcotics Enforcement Team (INET) – Multi-jurisdictional investigation and prosecution of drug, gang and violent crime; activity normally beyond the capacity of local jurisdictions to adequately pursue as part of existing operations.
  22. Executive Office of the President Office of National Drug Control Policy Grant Agreement No. G22NW0015A in the amount of \$51,483.00 for High Intensity Drug Trafficking Areas (HIDTA) Program. Term of agreement is January 1, 2023, through December 31, 2023.
  23. Out-of-state travel request for Derek Jay to attend the National Association of Drug Court Professionals Conference (NADCP) in Houston, TX. Dates of travel are June 25, 2023, through June 29, 2023. Total cost of travel is \$2,100.00.
  24. Out-of-state travel request for Tom Tufte to attend Leadership Training in Clackamas, OR. Dates of travel are March 12, 2023, through March 17, 2023. Total cost of travel is \$2,914.00.
  25. Out-of-state travel request for Katrina Ball to attend Washington State Narcotics Investigators Conference in Coeur D'Alene, ID. Dates of travel are April 23, 2023, through April 27, 2023. Total cost of travel is \$1,315.00.
  26. Out-of-state travel request for Terrie Smith to attend Washington State Narcotics Investigators Conference in Coeur D'Alene, ID. Dates of travel are April 23, 2023, through April 27, 2023. Total cost of travel is \$1,315.00.
  27. Out-of-state travel request for Gary Mansford, Jeff Wentworth, Brandon Guernsey, Isaiah Graham, Chris Kottong, Amy Lambert, Jose Rivera or Korey Judkins, and John Wallace to attend Washington State Narcotics Investigators Conference in Coeur D'Alene, ID. Dates of travel are April 23, 2023, through April 27, 2023. Total cost of travel is \$10,520.00.
- Board Discussion/Decisions Items (*Items to discuss and items that were removed from Consent Agenda. These items will be acted upon together*)
  - Adjournment

**Grant County Commissioners Minutes  
Week of February 13, 2023**

3:15 p.m. – 3:45 p.m. Open Record Public Hearing, Ordinance Establishing a New Section of Grant County Code Chapter 6.46 Titled “Trespass On County Owned Property”

The Commissioners held an Open Record Public Hearing to establish a new section of Grant County Code Chapter 6.46 titled “Trespass on County-owned property.”

Kevin McCrae, Prosecuting Attorney gave a brief synopsis of the proposed ordinance.

A motion was made by Commissioner Stone to close the public comment portion of the hearing. Commissioner Carter seconded and the motion passed unanimously. A motion was made by Commissioner Carter, seconded by Commissioner Stone to approve the ordinance as presented. The motion passed unanimously. The hearing adjourned. **(Resolution No. 23-017-CC)**

3:30 p.m. – 3:45 p.m. Open Record Public Hearing, Ordinance Amending Chapter 11.34 Of the Grant County Code Titled “Operation of Golf Carts’ And Removing Sections 11.34.030 “Golf Cart Approval” And 11.34.040 “Golf Cart Registration”

The Commissioners held an Open Record Public Hearing to amend Chapter 11.34 of the Grant County Code titled “Operation of Golf Carts” and removing sections 11.34.030 “Golf Cart Approval” and 11.34.040 “Golf Cart Registration”. Full context of the ordinance is available by contacting the Commissioner’s Office.

Josh Sainsbury, Chief Deputy gave a brief overview of the ordinance amendment.

A motion was made by Commissioner Carter to close the public comment portion of the hearing. Commissioner Stone seconded and the motion passed unanimously. A motion was made by Commissioner Stone, seconded by Commissioner Carter to approve the ordinance amendment as presented. The motion passed unanimously. The hearing adjourned. **(Resolution No. 23-018-CC)**

4:00 p.m. – 4:30 p.m. D Stone, Meeting with Nathan Poplawski

4:00 p.m. – 5:00 p.m. R Jones, Position Management Review Team Meeting **(Cancelled)**

4:30 p.m. – 5:00 p.m. R Jones, Larson Recreation Center Ribbon Cutting

7:00 p.m. – 8:00 p.m. R Jones, Moses Lake City Council Meeting **(Did not attend)**

**MISCELLANEOUS ITEMS**

Personnel Action Request (PAR) for the salary, wage and/or position change for Tom Gaines, Central Services. **(Approved)**

The Commissioners approved and signed the Public Works County Payroll Salary Fund for their February 10, 2023 payroll.

**Grant County Commissioners Minutes  
Week of February 13, 2023**

**WEDNESDAY, FEBRUARY 15, 2023**

7:00 a.m. – 8:00 a.m.	R Jones, Grant County EDC Board Meeting (ATEC Building BBCC)
8:00 a.m. -12:00 p.m.	D Stone, South Grant County Road Tour
9:00 a.m. – 9:30 a.m.	C Carter, WCRG Fiscal Committee Call
9:30 a.m. – 11:30 a.m.	TOURISM COMMISSION MEETING
1:00 p.m. – 2:30 p.m.	C Carter, Grant County Suicide Prevention Taskforce Meeting (Cancelled)
6:00 p.m. – 8:00 p.m.	D Stone at Legislative Steering Committee (LSC) Roundtable (WSAC, Olympia)

**THURSDAY, FEBRUARY 16, 2023**

8:00 a.m. – 1:00 p.m.	D Stone, Legislative Steering Committee (LSC)
10:00 a.m. – 12:00 p.m.	R Jones, CBSWC Board Meeting
1:00 p.m. – 2:00 p.m.	R Jones, Grant County Jail OAC Meeting
3:00 p.m. – 3:00 p.m.	R Jones, Emergency Food and Shelter Program (EFSP) Local Board Meeting (Webex)
6:00 p.m. – 8:00 p.m.	C Carter, Grant Transit Authority Board Meeting (Moses Lake Facility Office)

**MISCELLANEOUS ITEM**

Emergency Accounts Payable Batch for Renew in the amount of \$2,361.00 for Emergency Housing.

**Grant County Commissioners Minutes  
Week of February 13, 2023**

**FRIDAY, FEBRUARY 17, 2023**

10:00 a.m. – 12:00 p.m.                      CURRENT USE ADVISORY COMMITTEE MEETING

11:00 a.m. – 12:30 p.m.                      R Jones at Adams County Courtroom Tour (TBD)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BOARD OF COUNTY COMMISSIONERS  
Grant County, Washington

\_\_\_\_\_  
Rob Jones, Chair

\_\_\_\_\_  
Cindy Carter, Vice-Chair

Attest:

\_\_\_\_\_  
Danny E. Stone, Member

\_\_\_\_\_  
Barbara J. Vasquez, CMC  
Clerk of the Board